



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1500.2F
OP-116

29 AUG 1986

OPNAV INSTRUCTION 1500.2F

From: Chief of Naval Operations

Subj: RESPONSIBILITIES AND PROCEDURES FOR ESTABLISHMENT AND
COORDINATION OF CONTRACTOR DEVELOPED TRAINING FOR MILITARY
AND CIVILIAN PERSONNEL

Ref: (a) OPNAVINST 1500.8L (NOTAL)
(b) OPNAVINST 1500.11G (NOTAL)
(c) OPNAVINST 1500.52 (NOTAL)
(d) OPNAVINST 5311.7 (NOTAL)
(e) NAVCOMPT Manual, Volume 7, paragraph 075365 (NOTAL)
(f) OPNAV P-111-13-85 (NOTAL)
(g) MIL-STD-1379C (NOTAL)

1. Purpose. To revise policy and responsibilities for the coordination of contractor developed training for military and civilian personnel.

2. Cancellation. OPNAVINST 1500.2E

3. Definition. The phrase "contractor developed training" is defined as that training developed by contractors, equipment vendors, or manufacturers for use within the Navy. "Contractor developed training" includes initial (factory) training and all other training programs or curriculum support materials which are procured by the Training Support Agencies (TSA), System Commands (SYSCOMS) and Program Managers (PMs) for use within the Navy (see references (a) through (e)).

4. Scope. Covers contractor development of training from the requirements and planning phases through the contractor conducted initial training phase and Navy conducted pilot course phase.

a. Initial training will generally be limited to:

(1) The training of an initial cadre of maintenance, operator, instructor or supervisory personnel on new or modified systems, equipment, training aids or devices.

(2) Instruction concerning equipment for which there are no schools or courses in the Navy or other military services and which, because of its limited application or limited number of

personnel involved, would not justify establishment of formal, continuing courses in Navy training schools or units, or incorporation in formal training programs.

b. Pilot course is the first full length course conducted at a Navy training site by Navy instructors using the curriculum and supporting materials developed by a contractor. It has as its purpose the "shaking down" of the curriculum, instructional strategy, and supporting materials in a real world training situation to determine their effectiveness in attaining the learning objectives and training goals.

5. Associated Products and Services

a. When required, associated products and services shall be procured with, or as part of, the procurement contract. These products and services are defined in references (e) and (g).

b. Instructor advisory services will be provided as required by the applicable approved Navy Training Plan.

6. Other training programs and materials. In addition to initial training related procurements, this instruction governs the acquisition by SYSCOMS of all other training programs and materials intended for use by Navy Training Agents.

7. Contractor Training Oversight Committee (CTOC). This committee is established with the grade of O-6/GM-15 membership from the following organizations: Chief of Naval Operations OPs-01 (chair), 04, 29, 39, 59, 940, Commander Naval Air Systems Command, Commander Naval Sea Systems Command, Commander Space and Naval Warfare Systems Command, and the Chief of Naval Education and Training. The CTOC will provide general guidance for implementing policy set forth in this instruction, assure consistency and coordination among the commands/offices involved, and monitor execution of the program.

8. Evaluation and Acceptance of Contractor Developed Training Products

a. Preliminary evaluation shall take place during the in-process reviews when required by the contract. Summative evaluation and final acceptance shall be determined as part of the pilot course critique conducted by the TA/TSA.

b. Final review and evaluation of the curriculum, instructional strategy and supporting materials shall take place during conduct of the pilot course. Final acceptance of the contractor developed product shall be recommended to the Principal Contracting Officer (PCO) by the TSA based upon the TA's evaluation of the pilot course. The product will be accepted only after the deficiencies are corrected.

9. Responsibilities

a. Chief of Naval Operations (OP-01)

- (1) Chair the CTOC.
- (2) Provide guidance on matters related to training policy and planning.
- (3) Ensure planning for initial training is coordinated with overall plans for operational installation.
- (4) Approve requirements for initial training programs and associated products and services via the Navy Training Plan.
- (5) Maintain continuing liaison with SYSCOMS and PMs for the purpose of assuring timely entry of new Weapon System Acquisition Projects (WSAPs) into the HARDMAN information system. (For the purposes of this instruction WSAP includes subsystems, single equipment, and training device acquisitions).
- (6) Provide information to the TAs regarding new WSAPs and ensure TA participation during the formulation of training concepts for new platforms and systems.
- (7) Ensure TA participation in the early planning activities of the training aspects of WSAPs. The TA will be consulted in the formulation of Operational Requirements (ORs) so that training requirements and costs are given proper consideration.
- (8) Ensure that all WSAP sponsors and program managers consult with the TA prior to initiating contracts for training services on existing platforms and systems.
- (9) Ensure TA participation in the identification of WSAP training requirements per references (a), (b), (c), (d) and (f).

b. System Commands (SYSCOMS) and Program Managers (PMs)

- (1) Act as training support agency (TSA) as defined in reference (e).
- (2) Make available technical information as required for the identification of training requirements following paragraph 9 a (7), above, and references (a) through (f).
- (3) Provide the opportunity for the TA to specify Data Item Descriptions (DIDs) per reference (g).

(4) Provide for TA review of the training development section of procurement requests (PRs). Additionally, invite TA participation in the technical evaluation of the training development section of the prospective contractors proposals/bids during pre-award reviews.

(5) Write requirements for in-process reviews into contracts for training development. Assure that in-process reviews are regularly scheduled and invite the TA to participate.

(6) Ensure all contracts for curriculum and other training deliverables contain a clause that they shall as a minimum meet the specifications of reference (g), and that payment of a percentage of the total contract will be held in escrow until the deliverables are accepted by the TA and when deemed appropriate by the contracting officer.

(7) Budget and fund for the development and delivery of initial training pending the TA's ability to provide follow-on training.

(8) Ensure support for initial training, such as appropriate classrooms, facilities, equipment, billeting and administration as appropriate.

(9) Establish appropriate security clearances for initial training. Obtain and disseminate information regarding availability of quarters and messing, organization or individual to whom personnel should report, and other pertinent local conditions or regulations at the initial training site.

(10) Allocate initial training quotas in keeping with approved requirements as set forth in Navy Training Plans or equivalent documents.

c. Resource Sponsors

(1) Provide membership to the O-6/GM-15 level oversight committee.

(2) Require the TSA to periodically inform you of the training implications of training acquisitions under your purview.

d. Chief of Naval Education and Training; Commander in Chief, U.S. Atlantic Fleet; Commander in Chief, U.S. Pacific Fleet; Chief, Bureau of Medicine and Surgery; and Commander Naval Reserve Force

(1) Act as TA with respect to WSAPs as defined in reference (e).

(2) Ensure that instructor level personnel are involved and have input at every appropriate phase of the acquisition process for training programs.

(3) Maintain continuous liaison with the Deputy Chief of Naval Operations (MPT) for the purpose of identifying new WSAPs which have implications for affecting training programs.

(4) Specify the Data Item Descriptions (DIDs), per MIL Standard 1379 Series (reference (g)), for use by the TSA in the training contract definition phases of the WSAP.

(5) Monitor contractor development of curricula and training materials and provide a written report to the TSA regarding acceptability through in-process reviews arranged by the TSA.

(6) In coordination with Naval Military Personnel Command and the Chief of Naval Operations platform/weapons system sponsors, provide for selection of personnel for initial training.

(7) Conduct a pilot course as the final review and evaluation of the curriculum, instructional strategy and supporting materials. Provide a critique of the pilot course to the TSA either approving the contractor developed product, or rejecting it with recommendation for correcting deficiencies. The product will be accepted only when the deficiencies are corrected.

(8) When deemed advantageous to the Navy by the Chief of Naval Operations, contract for factory training and associated products and services, or other training programs and materials in lieu of contracting by TSAs, to the extent funds are allocated by the Chief of Naval Operations.


(9) Fund, contract, administer, evaluate and ensure adequacy of initial training and associated products and services, or other training programs and materials, as necessary, for material developed or acquired under direct cognizance. Ensure the appropriate SYSCOM reviews to determine accuracy of the technical content.

(10) Budget and fund TA travel costs incidental to the planning, development and acceptance of the training elements of the WSAP including initial training.

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e. Chief of Naval Personnel. Evaluate personnel requirements for initial training prior to approval by the Chief of Naval Operations to determine if requirements are reasonable within the context of the Navy's human resources. Budget for, assure funding, and issue permanent change of station orders as required for approved personnel requirements.

10. Report. Reporting requirement contained in this directive is exempt from reports controls by OPNAVINST 5214.7.


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